



North Carolina Department of Health and Human Services
Division of Budget and Analysis
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Michael F. Easley, Governor
Dempsey Benton, Secretary

James B. Slate, Jr., Director

April 14, 2008

MEMORANDUM 2008-06

TO: Division and Office Directors

FROM: Jim Slate, DHHS Division of Budget & Analysis Director

Karen Tomczak, DHHS Chief Information Officer

Handwritten signatures of Jim Slate and Karen Tomczak in blue ink.

RE: Microsoft Client Access Licenses

To remain compliant with Microsoft license requirements for software used by networked DHHS personal computers, the Department is using the Office of Information Technology Services (ITS) managed Microsoft CESE Enterprise Subscription service for client access licenses (CALs). The Microsoft CESE Enterprise Subscription service is a non-perpetual license program, that allows DHHS to subscribe and pay for CALs on a quarterly basis at a rate of \$1.45 per networked personal computer. Please note that CALs and subscriptions to the Enterprise CAL agreement are transferable to new computers.

In August 2007, the Division of Information Resource Management (DIRM) identified the need to obtain CALs for DHHS divisions/offices and placed a subsequent order with ITS for the subscriptions needed. Your Budget Officer is being forwarded a copy of the invoice that DIRM is submitting to the DHHS Office of the Controller for the cost of the CAL subscriptions ordered for your division/office for use in the final quarter of SFY 2006-07 and the first two quarters of SFY 2007-08. Hereafter, DIRM will invoice all divisions/offices for CALs on a quarterly basis.

DHHS divisions/offices must maintain accurate records of new personal computer purchases and of retired personal computers. By May 15, 2008, divisions/offices must report their revised count of networked personal computers to the DIRM Financial Management Section via e-mail to DIRM.Budget@ncmail.net. Subsequent reports are due by the 10th working day of the second month of a quarter (i.e., August 2008, November 2008, February 2009, etc.) until such time the Department has implemented an automated inventory process. The revised count is calculated by subtracting retired personal computers from new personal computers purchased and deployed during the quarter. Based on the information obtained, DIRM will report any necessary CAL subscription changes (i.e., adds or deletes) to ITS. For example, if 20 new personal computers are purchased and 5 are retired during a previous quarter, then DIRM will place an order with ITS for the purchase of 15 additional CALS.

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Billing questions can be forwarded to Jennifer McAdam in the DIRM Financial Management Section at 919-855-3009 or Jennifer.McAdam@ncmail.net.

Thank you for your cooperation and assistance so that DHHS can remain compliant with Microsoft licensing terms.

JBSjr:KT

cc: Dan Stewart, DHHS Deputy Director
Jackie Sheppard, DHHS Assistant Secretary for Long-Term Care and Family Services
Laketha M. Miller, DHHS Controller
David Womble, DHHS Office of Procurement and Contract Services Director
Judy Gay, DHHS Office of the Controller, GA/FM Section, Chief
Program/Budget Analysts